



Finance Committee  
TOWN OF HALIFAX  
499 Plymouth Street  
Halifax, MA 02338

## Meeting Minutes

**Monday May 1, 2023**

**Committee Members Present (Remotely):** Todd Dargie, Cheryll Zarrella Burke, Frank Johnston, Jim Walters & Jonathan Schmaling (audio only)

**Committee members absent:** Michael Bennett

**Audience (Remotely):** Sandy Nolan, Cody Haddad & Katie Esposito

**Todd Dargie called the meeting to order at 6:01 pm**

Meeting is being record by area 58

**Acceptance of Meeting Minutes:** Minutes from April 5<sup>th</sup> have been circulated to the committee for a vote.

**Todd entertained a motion to recommend the meeting minutes from April 5, 2023**

Motion: Cheryll Zarrella Burke

Second: Frank Johnston

Roll Call: Frank Johnston, Jim Walters, Cheryll Zarrella Burke & Todd Dargie

*Jonathan Schmaling did not vote as he was absent from this meeting.*

**Line-Item Transfers Requests:** Todd Dargie reads line-item transfer requests to the committee. The first two transfers are from the Town Administrator Salary Account into the Technical Support Specialist Salary account and the Selectman Clerical Salary. Sandy explains this is due to overtime accrued in the interim of the town administration position being vacant. There were also extra meetings being held during the hiring process which required additional meeting minutes to be generated.

**Todd entertained a motion to recommend the transfer of \$1,500 from the Town Administrator Salary Account into the Technical Support Specialist Salary account.**

Motion: Cheryll Zarrella Burke

Second: Frank Johnston

Roll Call: Jonathan Schmaling, Frank Johnston, Jim Walters, Cheryll Zarrella Burke & Todd Dargie

**Todd entertained a motion to recommend the transfer of \$4,000 from the Town Administrator Salary Account into the Selectman's Clerical Account.**

Motion: Cheryll Zarrella Burke

Second: Frank Johnston

Roll Call: Jonathan Schmaling, Frank Johnston, Jim Walters, Cheryll Zarrella Burke & Todd Dargie

The next three line-item transfers requests are for the Treasure collector's office. The department had an change in personnel which required an unexpected vacation payout for a former employee. The department is also under budget for postage for FY23. This was due to an increase in postage rates and additional mailings (including water bills, excise tax demands and insurance). Lastly Sandy explains the Debt for the fire suppression account was short. Due to additional funds being available in the Treasure Collector clerical account she is requesting a line-item transfer to balance the debt account.

**Todd entertained a motion to recommend the transfer of \$5,000 from the Treasure Collector Clerical account into the postage expense account.**

Motion: Cheryll Zarrella Burke

Second: Jim Walters

Roll Call: Jonathan Schmaling, Frank Johnston, Jim Walters, Cheryll Zarrella Burke & Todd Dargie

**Todd entertained a motion to recommend the transfer of \$4,630 from the Treasure Collector Clerical account into the Treasure Collector Salary Account.**

Motion: Cheryll Zarrella Burke

Second: Frank Johnston

Roll Call: Jonathan Schmaling, Frank Johnston, Jim Walters, Cheryll Zarrella Burke & Todd Dargie

**Todd entertained a motion to recommend the transfer of \$21,775 from the Treasure Collector Clerical account into the Debt Fire Suppression Account.**

Motion: Cheryll Zarrella Burke

Second: Frank Johnston

Roll Call: Jonathan Schmaling, Frank Johnston, Jim Walters, Cheryll Zarrella Burke & Todd Dargie

**Discuss and Recommend Remaining FY24 Town Articles/Expenditures:** All items have been reviewed and recommended excluding the HVC repair request for the school department. The committee is waiting for the final expenditure before making their recommendation. This is expected to be completed by the next meeting on May 8<sup>th</sup> prior to the town meeting.

**New Town Revenue Suggestions:** Nothing new to report. The committee has the current fee schedule however are waiting until the completion of the town meeting to discuss.

**Update on Open Finance Committee Position:** The seat has been posted on the town page with a deadline of May 30, 2023. Cody mentioned a few applications had been submitted to his office and he will circulate among the committee members for review.

**Correspondence & As May Arise:** Nothing new to report.

**Public Participation:** No public participation

**Next Meeting Planning:** Next meeting will be Monday, May 8<sup>th</sup> at 6:00PM this will be an in-person meeting before the town meeting. The room is to be determined and will be assigned by Cody. The following week there will be a remote meeting on Monday May 15<sup>th</sup> at 6:00PM.

**Exhibit List:**

- **Line Items Transfer Requests**

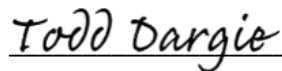
**Todd entertained a motion to adjourn at 6:35 PM**

Motion: Cheryl Zarrella Burke

Second: Jim Walters

Roll Call: Frank Johnston, Jim Walters, Cheryl Zarrella Burke, Jonathan Schmaling & Todd Dargie

**Respectfully submitted,**



**Todd Dargie, Chairperson**